



SITAM



SATYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

Near RTO Office, Gajularega, Vizianagaram-535003, Andhra Pradesh, India

Accredited by "NAAC", Approved by AICTE, New Delhi

(Permanently Affiliated to JNTUGV, Vizianagaram, Recognized by SBTET, Government of A.P)

Email: principal@sitam.co.in, Website: www.sitam.co.in, Face Book: /Sitam.Sgvp, Instagram:/sitamvzm

Telephone No:9676788811, 8978812341/2

EAMCET CODE: SGVP

JNTUGV CODE: B6

SBTET CODE: 649

Criterion VI-Governance, Leadership, and Management

Qualitative Metrics

6.5.2 The institution reviews its teaching-learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities.

SITAM-IQAC periodically reviews the teaching-learning process, structures & methodologies of operations, and learning outcomes: The standard methods of teaching, learning, and evaluation which are proven over the years are being followed:

Preparation of lesson plan for each Semester: The lesson plan is prepared by the faculty members for all the subjects they teach in that particular semester. Enriching the curriculum with guest lectures, industrial visits, and Internships is also planned at this stage.

Daily lecture Record: Everyday faculty prepares and submits details of the lecture along with the topic covered on an online portal as well as Course Track Register (CTR).

Evaluation of teachers by students: The institution has a feedback system to check the quality of teaching. The regular evaluation of the teachers by the students, feedback on teaching methodologies, course delivery, attitude, strengths and weaknesses, difficulties faced in the subject give a clear idea about the problems faced by the students. Director and management also monitor the feedback system and takes appropriate corrective actions.

Student learning outcomes: The institute monitors the performance of the students regularly. It has specified procedure to collect and analyze data on student learning outcomes. The following points are adopted by the institute in this context:



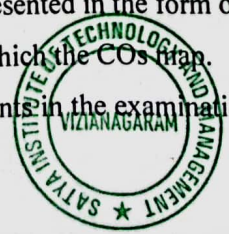
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- Midterm and continuous evaluation comprising of internal tests, assignments, group discussions, and seminar presentations.
- Regular class tests and interactions
- Semester system of examination for all courses.
- Providing Lecture notes through an online portal
- Timely Redressal of student's grievances.
- Extra classes for challenged students to address their concerns.

Effective internal examination and evaluation systems: Institute maintains an effective internal examination and evaluation system.

Faculty Course Assessment Report (FCAR): SITAM, under the aegis of affiliating university, JNTUK, follows Outcome Based Education (OBE) to meet the standards of NAAC. As a part of the OBE:

- ✓ Well laid Course Outcomes (CO) and Program Outcomes (PO) along with a careful mapping process completely define the capabilities that a student graduating out of the program must possess. These are carefully reviewed by the Board of Studies (BoS) at the university level and are provided by JNTUK to SITAM.
- ✓ SITAM, based on the requirements stipulated in the OBE framework provided by the JNTUK, prepares its lesson plans along with requisite interventions needed to meet all the specifications of the OBE percepts.
- ✓ Once these are prepared, the teachers prepare their lecture notes and any other tools needed for imparting the capability specified in the CO-PO framework. Formative Examinations (FE) and Summative Examinations (SE) carefully evaluate the depth of understanding and capability of students.
- ✓ The results of these FE and SE give a wealth of results for the overall measure of the Course Outcome Attainment (COA). The COA calculations are mandatorily performed by the teachers of SITAM and are presented in the form of FCAR. In essence, FCAR lists:
 - The COs and the POs to which the COs map.
 - List of questions/components in the examination/tool of assessment and the CO-PO underlying the questions.
 - Scores of all the students



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Calculation of the CO and the PO giving the attainment values computed using standard procedures.

- An analysis of the attainment values and indication of the future directions which maximize the attainment.

- ✓ A carefully prepared FCAR gives a vector direction for the improvement in future instances of the course and ensures the success of the students in attaining the specified outcomes.

Students' result analysis: Institute has the provision of analysis of students' performance after the announcement of their semester results. If the result of the students, in a subject, is not found up to the mark, necessary steps are taken to find out the reasons and the concerned faculty members are counselled and motivated to work towards improvement.

Parent's Meet: Regular parent-teacher meeting is conducted once in a semester to enable discussion, obtaining parent feedback and taking improvement measures.

Mentoring System: One of the first steps IQAC took up was to institute a mentoring system into place. Each teacher is assigned about 15 students as a mentees. The idea was that the teacher acts as friend, philosopher, brother/sister, guide, helper, mentor, and as an inside-person to provide assistance to the mentees in his group to the best possible extent. Thus, the mentor provides both academic and moral support to the student to ensure all round growth of the student. Each mentor:

- Keeps complete record of academic and other related history of the student in a Mentor's Diary.
- Meets and encourages students on a periodic basis to ensure correct trajectory for all round growth of the student.
- Maintains contact with the parents and gains their confidence to ensure proper ambience and support from family.
- Provides counseling where it is needed by the student in difficult times.
- Attempts to coordinate with training placement officer to ensure fullest support for his mentee.

Remedial Classes: Another important initiative of IQAC is to practice the concept of remediation in all aspects. Owing to the background and innate inclination, some students may falter a little bit in one or more area. It is the duty of the institute to provide help to such students and ensure their success. IQAC initiated this activity by planning and preemptive approaches. In specific, IQAC set the following plan in motion:

- At the time of admission, provide a test for the student to assess his strengths and seek appropriate help. Teachers also use this tool, usually an examination of sorts, to



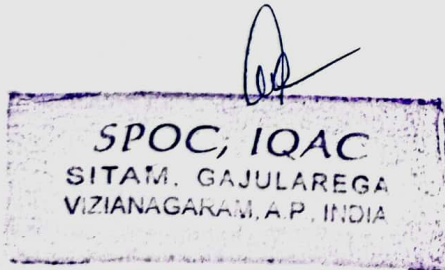
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see what the specific need of the student is and provide the requisite input. The whole process of this preemptive intervention is termed as induction training in higher education parlance.

- During the examination season, based on prior examination results, IQAC institutes personalized assistance to hostellers and today scholars as per their need and convenience. This may be termed as help for summative assessment.
- After the examinations, if a student finds it difficult to clear the examination remedial classes are arranged so that student can surmount the difficulty with expert help from the teacher. This teacher may be the mentor of the student or another teacher whose help is requested by the mentor.

Teacher Peer Learning: SITAM follows a unique concept of Teacher Peer Learning where in keen parameters of teacher feedback like Teachers Preparation for class, voice ,handwriting on black board, punctuality to the class , etc. are collected from students as well as colleagues necessary measures are taken as per the feedback for improvement.



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A Sample Lesson Plan of Even semester for the academic year 2022-23 is attached below

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Program: MBA **Branch: MBA**
Year and Sem: I MBA II SEM **Subject: HUMAN RESOURCE MANAGEMENT**
Academic Year: 2022-2023 **Faculty Name: Ms. M.PRASANNA**

LESSON PLAN

Course Objectives: The Student will be known

To equip the students with basic concepts of Human Resource Management and the various functions of HRM including Industrial Relations in the liberalized, socialism environment

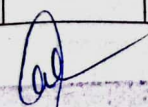
S.No	Proposed Date	Unit No& Topic to be Covered	Required No of Periods	Reference Text Books	Nature of Teaching
UNIT-I: HUMAN RESOURCE MANAGEMENT INTRODUCTION					
1.	20 /03/23	Significance	1	P.Subbarao	Chalk & Talk
2.	21/03/2023	Definition and Functions	1	P.Subbarao	Chalk & Talk
3.	24/03/2023	evolution of HRM	1	P.Subbarao	Chalk & Talk
4.	27/03/2023	Principles of HRM	1	P.Subbarao	Chalk & Talk
5.	28/03/2023	Ethical Aspects of HRM	1	P.Subbarao	Chalk & Talk
6.	29/03/2023	HR policies,	1	P.Subbarao	Chalk & Talk
7.	31 /03/2023	Strategies to increase firm performance	1	P.Subbarao	Chalk & Talk
8.	03/04/2023	Role and position of HR department	1	P.Subbarao	Chalk & Talk
9.	04/04/2023	Aligning HR strategy with organizational strategy	1	P.Subbarao	Chalk & Talk
10.	05/04/2023	HRM – changing	1	P.Subbarao	Chalk & Talk
11	08/04/2023	global perspective	1	P.Subbarao	Chalk & Talk

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		challenges,			
12	10/04/2023	environment – cross- cultural problems –	1	P.Subbarao	Chalk & Talk
13	10/04/2023	Emerging trends in HRM.	1	P.Subbarao	Chalk & Talk
14	11/04/2023	Case study analysis	1	P.Subbarao	Chalk & Talk
Total No of Classes			14		
UNIT-II: Investment perspectives of HRM					
1.	11/04/2023		1	P.Subbarao	
		HR Planning			Chalk & Talk
2.	15/04/2023	Demand and Supply forecasting	1	P.Subbarao	Chalk & Talk
3.	15/04/2023	Recruitment	1	P.Subbarao	Chalk & Talk
4.	17/04/2023	Recruitment methods	1	P.Subbarao	Chalk & Talk
5.	18/04/2023	Selection	1	P.Subbarao	Chalk & Talk
6.	19/04/2023	Selection methods	1	P.Subbarao	Chalk & Talk
7.	21/04/2023	Sources of recruitment	1	P.Subbarao	Chalk & Talk
8.	21/04/2023	Tests and Interview Techniques	1	P.Subbarao	Chalk & Talk
9.	24/04/2023	Training and Development	1	P.Subbarao	Chalk & Talk
10	25/04/2023	Methods of T&D	1	P.Subbarao	Chalk & Talk
11	26/04/2023	Techniques of T&D	1	P.Subbarao	Chalk & Talk
12	28/04/2023	Job design	1	P.Subbarao	Chalk & Talk
13	02/05/2023	Job Evaluation	1	P.Subbarao	Chalk & Talk
14	03/05/2023	Job Specification	1	P.Subbarao	Chalk & Talk
15	03/05/2023	Management development	1	P.Subbarao	Chalk & Talk


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16	05/05/2023	HRD Concepts	1	P.Subbarao	Chalk&Talk
17	06/05/2023	Case study analysis	1	P.Subbarao	Chalk&Talk
Total No of Classes			17		

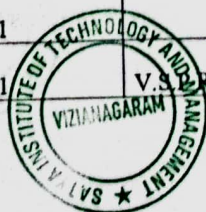
UNIT-III: Performance Appraisal

1.	15/05/2023	Importance	1	V.S.P Rao	Chalk & Talk
2.	15/05/2023	Methods	1	V.S.P Rao	Chalk & Talk
3.	16/05/2023	Traditional and Modern methods	1	V.S.P Rao	Chalk & Talk
4.	17/05/2023	Latest trends in performance appraisal	1	V.S.P Rao	Chalk & Talk
5.	17/05/2023	Career Development	1	V.S.P Rao	Chalk & Talk
6.	19/05/2023	Counselling compensation	1	V.S.P Rao	Chalk & Talk
7	22/05/2023	Concepts and Principles-	1	V.S.P Rao	Chalk & Talk
8	23/05//2023	Influencing Factors	1	V.S.P Rao	Chalk & Talk
9	23/05/2023	Current Trends in Compensation	1	V.S.P Rao	Chalk & Talk
10	24/05/2023	Methods of Payments in detail	1	V.S.P Rao	Chalk & Talk
11	26/05/2023	Incentives	1	V.S.P Rao	Chalk & Talk
12	30/05/2023	Rewards	1	V.S.P Rao	Chalk&Talk
13	31/05/2023	Compensation benefits	1	V.S.P Rao	Chalk&Talk
14	02/6/2023	Case study analysis	1	V.S.P Rao	Chalk&Talk
Total No of Classes			14		

UNIT-IV: Wage and Salary Administration

1.	05/06/2023		1	V.S.P Rao	Chalk & Talk
		Concept	1		
2.	06/06/2023	Wage Structure-	1	V.S.P Rao	Chalk & Talk

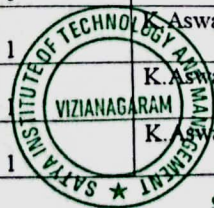
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3.	06/06/2023	Wage and Salary Policies	1	V.S.P Rao	Chalk & Talk
4.	07/06/2023	Legal Frame Work	1	V.S.P Rao	Chalk & Talk
5.	09/06/2023	Determinants of Payment of Wages	1	V.S.P Rao	Chalk & Talk
6.	12/06/2023	Wage Differentials	1	V.S.P Rao	Chalk & Talk
7.	13/05/2023	- Incentive Payment Systems.	1	V.S.P Rao	Chalk & Talk
8.	13/06/2023	Welfare management:	1	V.S.P Rao	Chalk & Talk
9	14/06/2023	Nature and concepts	1	V.S.P Rao	Chalk & Talk
10	16/06/2023	Statutory welfare measures	1	V.S.P Rao	Chalk & Talk
11	16/06/2023	Non statutory welfare measures	1	V.S.P Rao	Chalk & Talk
12	19/06/2023	Case Study analysis	1	V.S.P Rao	Chalk & Talk
Total No of Classes			12		
UNIT-V:Managing Industrial Relations:					
1.	20/06/2023	Trade Unions	1	K.Asawathappa	Chalk & Talk
2.	21/06/2023	Employee Participation Schemes	1	K.Asawathappa	Chalk & Talk
3.	21/06/2023	Collective Bargaining	1	K.Asawathappa	Chalk & Talk
4.	23/06/2023	- Grievances	1	K.Asawathappa	Chalk & Talk
5.	26/06/2023	disputes resolution mechanisms	1	K.Asawathappa	Chalk & Talk
6.	27/06/2023	Safety at work	1	K.Asawathappa	Chalk & Talk
7.	27/06/2023	nature	1	K.Asawathappa	Chalk & Talk
8.	28/06/2023	Importance	1	K.Asawathappa	Chalk & Talk

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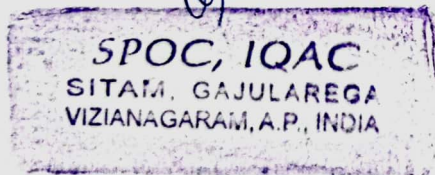


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9	28/06/2023	work hazards	1	K. Aswathappa	Chalk & Talk
10	30/06/2023	safety mechanisms	1	K. Aswathappa	Chalk & Talk
11	30/06/2023	Managing work place stress.	1	K. Aswathappa	Chalk & Talk
Total No of Classes			11		
Total No of Classes(All Units)			68		
Text Books:					
<p>1 K Aswath Appa: —Human Resource and Personnel Managementl, Tata McGraw Hill, New Delhi, 2013.</p> <p>2. Sambasiva Rao and Dr. Nirmal Kumar: —Human Resource Management and Industrial Relationsl, Himalaya Publishing House, Mumbai.</p> <p>3. Mathis, Jackson, Tripathy:—Human Resource Management:Asouth-Asin Perspectivel, Cengage Learning, New Delhi, 2013.</p> <p>4. Subba Rao P: —Personnel and Human Resource Management-Text and Casesl, Himalaya Publications, Mumbai, 2013.</p>					
M.Prasanna					
Signature of the Faculty					



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A glimpse of Course Track Register is enclosed below,

Name of the Faculty: V.N. Sireesha

Subject: Electromagnetic waves & Transmission Lines

class: III. B.Tech I Semester

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Sr No	Unit No	Date	No of Hours	Topic Covered	Signature
				Transmission Lines - I	
1	1	21/7/23	1(R)	Introduction to Transmission Line, Types of Transmission Lines → Coaxial Transmission Line	✓
2	1	25/7/23	1(R)	parallel-plate Lines, Two-wire & Microstrip Lines, Transmission Line parameters	✓
3	1	26/7/23	2(R)	'T' Model & 'Pi' Model of a Transmission Line	✓
4	1	28/7/23	2(E)	T_x Line equations.	✓
5	1	31/7/23	1(R) + 1(E)	primary constants, secondary constants, phase & group velocities of a Transmission Line	✓
6	1	1/8/23	1(R) + 1(E)	Relation b/w phase & group velocities, Infinite Lines	✓
7	1	2/8/23	2(R)	Losses in a T_x Line, Lossless, Lossless & Distortion Less T_x Lines	✓
8	1	4/8/23	2(E)	problems on Lossless & Distortion Less Transmission Lines	✓
9	1	5/8/23	1(R) + 1(E)	problems on primary constants & General T_x Lines.	✓
				Transmission Lines - II	
10	2	7/8/23	1(R)	Input impedance relations	✓
11	2	8/8/23	1(R)	SC Lines, OC Lines & Matched Lines	✓
12	2	9/8/23	2(R)	Reflection coefficient, Input impedance, Standing wave Ratio	✓
13	2	12/8/23	1(R)	Voltage Standing wave Ratio	✓
14	2	16/8/23	2(R)	UHF Lines, $n/2, n/4, n/8$ Impedance transformation, Impedance transformation for SC, OC Lines	✓
				2 PO Problems.	

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S.No	Unit	Date	No. of Hours	Name of the topic	
0	2	22/8/23	1(R)	problems, class test on unit-2	✓
				Unit-3 Electrostatics	
1	3	22/8/23	2(R)	Introduction to Electric & magnetic Fields, vector, vector Algebra, cartesian coordinate system, Representing a point in cartesian system	✓
2	3	26/8/23	1(R)	position vector, Distance vectors, properties, differential elements in cartesian system.	✓
3	3	26/8/23	1(R)+ 1(R)	Cylindrical coordinate system, spherical coordinate system.	✓
4	3	29/8/23	1(R)	Coulombs Law, IL's vector form	✓
5	3	30/8/23	2(R)	Electric Field Intensity Lines, Surface & Volume charges	✓
6	3	2/9/23	1(R)	Electric field intensity due to finite line of charge.	✓
7	3	4/9/23	1(R)	E due to infinite line of charge.	✓
8	3	9/9/23	1(R)	E due to infinite sheet of charge.	✓
9	2	13/9/23	2(R)	Smith chart construction, Applications (seminar by students)	✓
10	2	16/9/23	1(R)	Single stub Matching (seminar by students)	✓
11	3	19/9/23	1(R)	problems on Coulombs Law	✓
12	3	20/9/23	2(R)	problem on Electric Field Intensity	✓
13	3	26/9/23	1(R)	problems on E due to various charge distributions	✓
14	3	27/9/23	2(R)	Electric Flux, Electric Flux	

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Sl. No.	Date	No. of Hours	Name of the topic	Sign
			Density (ρ), σ - for various charge distributions, Gauss Law, Maxwell's First equation	✓
3	3/10/23	2(R)	Applications of Gauss Law	✓
3	4/10/23	2(R)	convection & conduction currents	✓
			Poisson's & Laplace Equations, Concept of capacitance	✓
3	5/10/23	1(R)	problems	✓
3	6/10/23	3(E)	problems	✓
3	9/10/23	1(R)	Electric potential	✓
3	10/10/23	1(R)	problems on Electric potential	✓
3	12/10/23	2(E)	Energy density, problems	✓
			Unit - 4 Magnetostatics	
4	16/10/23	1(R)	Introduction, magnetic Field Intensity, magnetic Flux Density, Biot-savart Law.	✓
4	17/10/23	1(R)	problems on Biot-savart law.	✓
4	18/10/23	2(R)	H due to infinite long conductor, Finite length conductor.	✓
4	6/11/23		H due to circular Loop	✓
4	10/11/23	EC1)	Ampere's circuit Law, proof, Applications	✓
4	11/11/23	RC1)	Magnetic scalar & vector potentials, Magnetic Flux & flux Density	✓
4	15/11/23	RC2)	Force on moving point charge, Differential current elements	✓
4	16/11/23	RC1)	Inductances, Magnetic Energy	✓
4			Faraday's Law, Lenz's Law, Transformer emf	✓
4	20/11/23	RC1)	Maxwell's Equations in	

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				different forms	X
6	4	25/10/23	RC1		X
11	4	20/10/23	RC1	problems	X
12	4	20/10/23	RC1	problems	X
unit - 5 EM wave characteristics					
1	5	25/10/23	RC1	Wave equations for conducting media	X
2	5	25/10/23	RC1	Wave equation for Dielectric media	X
3	5	25/10/23	RC1	Uniform plane waves	X
4	5	25/10/23	RC1	Poynting Theorem	X

V.N. Srinivas



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A sample Remedial Class Time table is attached here under,

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REMEDIAL CLASSES TIME TABLE (II-I)										
ACADEMIC YEAR: 2022-23										
	9:20A.M- 10:10A.M	10:10A.M- 11:00A.M	11:00A.M- 11:50A.M	11:50A.M- 12:40P.M	12:40P.M- 01:30P.M	01:30P.M- 02:20P.M	02:20P.M- 03:10P.M	03:10P.M- 04:00P.M	04:00P.M- 04:50P.M	
MON					L					M-II
TUE					U					AP
WED										OOPSJ
THU										NA
FRI					H					BEE
SAT										

SUBJECT CODE	SUBJECT NAME	FACULTY CODE	FACULTY NAME
M-II	MATHEMATICS-II	GSC	Dr. G. SRI CHANDANA
AP	APPLIED PHYSICS	GRP	Mr. G. RAVI PRASAD
OOPSJ	OBJECT ORIENTED PROGRAMMING THROUGH JAVA	VKK	Mr. V. KIRAN KUMAR
BEE	BASIC ELECTRICAL ENGINEERING	GTN	Mr. G. TIRUPATHI NAIDU
NA	NETWORK ANALYSIS	YNK	Dr. Y. NARENDRA KUMAR

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